



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)  
5316 SOUTH DOUGLAS BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO  
ATTENTION OF

**S: 10 May 2004**

AFRC-TOK-PR (140)

14 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Aide-De-Camp Vacancy, HQ, 95<sup>th</sup> Division (IT)

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following position as indicated below:

**Aide-De-Camp to the General Assistant Division Commander, HQ, 95<sup>th</sup> Division (IT), Oklahoma City, OK : Rank/Grade: First Lieutenant/O2, Branch: IM, AOC: O1A.**

**Visit the 95<sup>th</sup> Division (IT) at [www.usarc.army.mil/95thdiv](http://www.usarc.army.mil/95thdiv) for this announcement and other positions available in the 95<sup>th</sup> Division (IT).**

3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position or have 18 months time in grade as a Second Lieutenant
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-PR (Mr Ryan), to arrive not later than 10 May 2004. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

AFRC-TOK-PR

SUBJECT: Announcement of Aide-De-Camp Vacancy, HQ, 95<sup>th</sup> Division (IT)

- c. Resume of Service, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - j. DA Form 1059 (Completion of Officer Basic Course)
  - k. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. POC is Mr Jim Ryan, 405-419-8305, 800-427-6995 ext 305, Fax 405-419-8341, E-Mail RyanJL@usarc-emh2.army.mil.

FOR THE COMMANDER:

5 Encls

- 1. Transmittal Ltr
- 2. Resume of Service Career
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

**//ORIGINAL SIGNED//**

JIMMIE D. BIGGS

COL, GS, USAR

Acting Deputy Chief of Staff G-1

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 90<sup>th</sup> RRC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, HHC, 95<sup>th</sup> Division (IT) 5316 S. Douglas Blvd, Oklahoma City, OK 73150-9704

CF: General & Special Staff, HQ, 95<sup>th</sup> Division (IT)

## **TRANSMITTAL LETTER EXAMPLE**

Date

JEFFERSON, Thomas E., 000-000-000, COL

**SUBJECT: Announcement of Staff Officer Vacancy**

**President  
HQ, 95<sup>th</sup> Division (IT) Officer Vacancy Selection Board  
ATTN: AFRC-TOK-PR (Mr Jim Ryan)  
5316 S. Douglas Blvd  
Oklahoma City, OK 73150-9704**

**1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:**

**Aide-De-Camp to the General Assistant Division Commander, HQ, 95<sup>th</sup> Division (IT),  
Oklahoma City, OK :**

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports**
- d. DA Form 1059**
- e. Commanders Statement**
- f. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
LTC, IN, USAR**

**Encl 1**

**RESUME OF SERVICE CAREER**  
**of**  
**JEFFERSON, THOMAS EDWARD, Colonel (USAR)**

DATE AND PLACE OF BIRTH 4 July 1940, Jefferson, Iowa

YEARS OF COMMISSIONED SERVICE Over 28 Year

PRESENT ASSIGNMENT AR-PERRCOM, Control Group (Individual Mobilization Augmentee)

CURRENT OCCUPATION Executive Vice President, DFS Corporation

**MILITARY SCHOOLS ATTENDED**

Infantry School, Officer Basic Course (Resident)  
Quartermaster School, Officer Advanced Course (Nonresident)  
Command and General Staff College (Nonresident)  
National Defense University, National Security Management  
Course (Nonresident)  
Army War College (Enrolled)

**EDUCATIONAL DEGREES**

University of Iowa, Iowa City, Iowa - BA Degree - Political Science  
Antioch School of Law, Washington, DC - JD - Law

**MAJOR DUTY ASSIGNMENTS**

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty

Jun 66	Jan 67	Control Group (Annual Training)
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Active Duty

Jan 67	Apr 67	Student, Infantry School, Fort Benning
May 67	Jun 67	Casual Status
Jun 67	Oct 68	Platoon Leader, Company C, 701st Engineer
Battalion (Combat),		16th Infantry Regiment - Vietnam

**USAR - Not on Active Duty**

Oct 68	May 75	Control Group (Reinforcement)
May 75	Aug 75	Student, USAR Schools

ENCL 2

JEFFERSON, Thomas E., Colonel (USAR)

ARNG - Not on Active Duty

Aug 75      Sep 76      Assistant S-4, 1st Battle Group - Ohio (show state)

MAJOR DUTY ASSIGNMENTS

FROM      TO      ASSIGNMENT

USAR - Not on Active Duty

Oct 76	Jan 79	Plans & Policy Officer (IMA), Fort Huachuca
Jan 79	Dec 85	Plans & Policy Officer, 103d Corps Support
Command, Des Moines, Iowa		
Jan 86	Dec 88	Executive Officer, 3d Battalion, 75th Field Artillery,

USAR-AGR

Jan 89	Dec 92	Staff Officer, Personnel Division, Office of the Chief,
Army Reserve,		Washington, DC

USAR - Not on Active Duty

Jan 93	Present	Operations Staff Officer (IMA), Office of the Chief
of Operations,		Washington, DC

PROMOTIONS

DATES OF APPOINTMENT

Rank	Component	Date
2LT	USAR	07 Jun 66
1LT	AUS	23 Jan 68
CPT	USAR	14 Mar 72
MAJ	USAR	14 Mar 79
LTC	USAR	14 Mar 86
COL	USAR	14 Mar 91

U.S. DECORATIONS AND BADGES

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

Army Reserve Components Achievement Medal with Two Oak Leaf Clusters

National Defense Service Medal

Vietnam Service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

**ADDENDUM TO RESUME OF SERVICE CAREER**

THOMAS E. JEFFERSON, Colonel (USAR)

CURRENT OCCUPATION: Executive Vice President, DES Corporation,  
Gaithersburg, Maryland

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three locations. Annual operating budget for 1994 is in excess of \$10 million. Position requires world-wide travel to customer locations.

(Signature of officer and date)

## COMMANDER'S STATEMENT

NAME OF OFFICER \_\_\_\_\_  
(Last, First, MI)

RANK \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

### ARMY PHYSICAL FITNESS TEST

\_\_\_\_\_ Date of last testing: \_\_\_\_\_  
Results (Passed/Failed) \_\_\_\_\_  
If failed, status \_\_\_\_\_

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons  
Yes No NA

### WEIGHT STANDARDS:

AGE \_\_\_\_\_ Current Height: \_\_\_\_\_ Current Weight \_\_\_\_\_ Max Allowable Weight \_\_\_\_\_

\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

COMMANDER)

\_\_\_\_\_  
(SIGNATURE OF OFFICER'S IMMEDIATE

TITLE)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE AND DUTY

\_\_\_\_\_  
(Date)

Figure A-2-Commander's Statement

**STATEMENT OF TRAVEL DISTANCE**

**Mileage from my home address to the Staff Position being consider is**

**Approximately \_\_\_\_\_miles. If selected for assignment, method of**

**Travel will be by \_\_\_\_\_.**

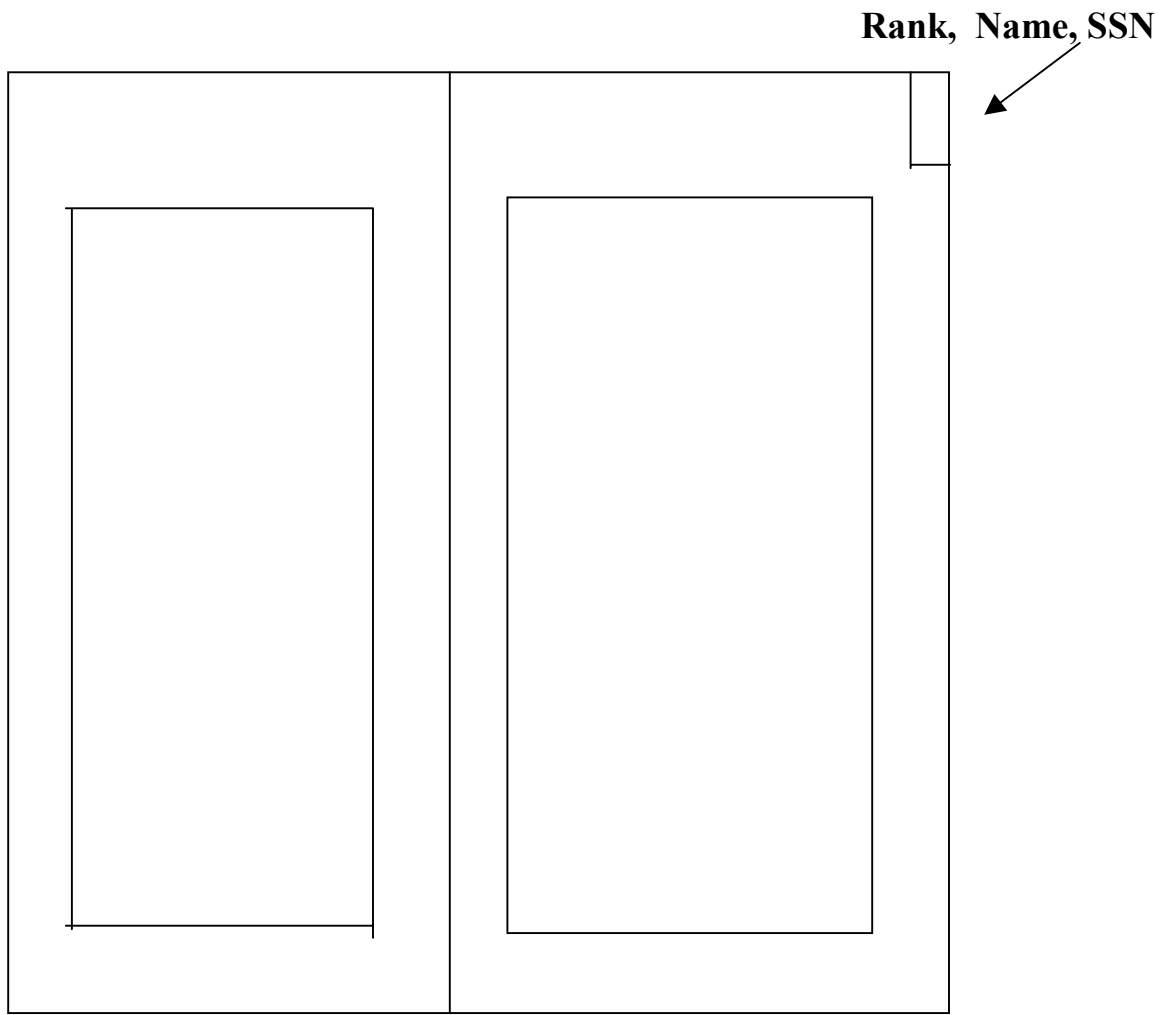
**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

\_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(TYPED OR PRINTED NAME, GRADE, SSN)**

\_\_\_\_\_  
**(DATE)**

## SAMPLE ARRANGEMENT OF APPLICATION PACKET



**Documents will be in a manila folder arranged as follows with the first item shown on top:**

**a. On the RIGHT SIDE under prong fastener w/o top.**

- 1) Photograph**
- 2) Biographical Summary**
- 3) 2B (PQR)**
- 4) DA Form 2-1**
- 5) All OER's**
- 6) Commander's Statement**
- 7) Mileage Statement (if applicable)**

**b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)**

- 1) Transmittal Letter**